Masters Web Portal

User Manual

Version 1

Disclaimer

Characters appearing in this work are fictitious. Any resemblance to real persons, living or dead is purely coincidental.

Notification

All newly created and or update files will only display on the **Masters Web Portal** the following day. Please keep this in mind when searching for files.

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1 Registration

When a user wants to use the **Masters Web Portal** for the first time, he/she needs to register. Please follow the following steps.

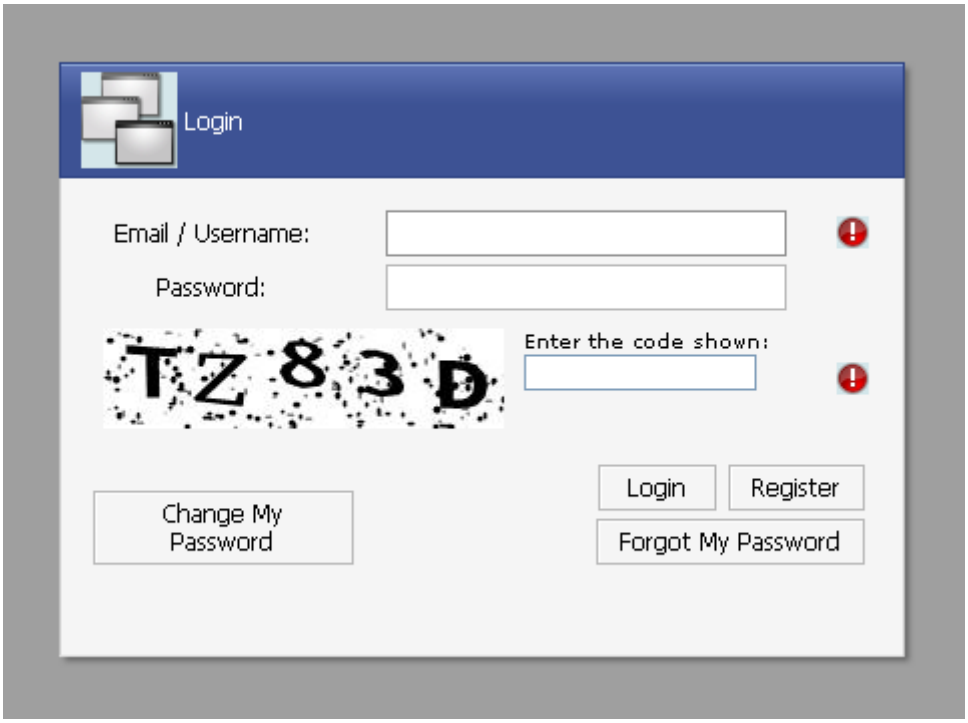


Figure 1: Login screen

The following fields, as indicated on the screen in figure 1, will be explained.

1. Click on the **Register** button to start the registration.

The following screen will display.

Figure 2: Registration screen

The following fields, as indicated on the screen in figure 2, will be explained.

1. Please enter all fields.

Note Fields marked with ! are compulsory fields and have to be entered.

Note When entering a password, a colour will be displayed as in the image below. This is to indicate how strong your password is. The entered password must be at least 6 – 12 characters long. To have the strongest password please use Alpha (a), Numeric (1) and Special (@) characters.

Note The Captcha code is to prevent hackers from entering the system, please retype the code as displayed. This code will change every time and will never be used again. This field is **not** case sensitive.

2. Once all detail is entered please click on the **Register** button.

2 Forgot My Password

For users who might have forgotten their password to enter the **Master Web Portal**. This function will email a new password to your email account that will be used to change your password.

Figure 3: Login screen

The following fields, as indicated on the screen in figure 3, will be explained.

1. Please enter your **Email / Username**.
2. Click on the **Forgot My Password** button.

The following screen will display.

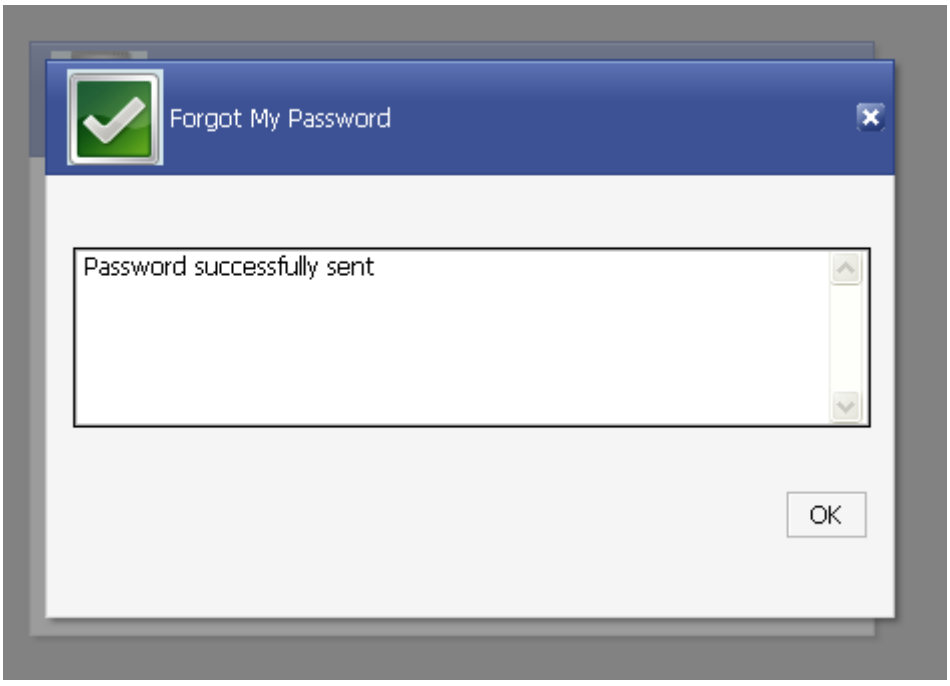


Figure 4: Forgot My Password notification

3 Change My Password

For users who wants to change their password or have received a temporary password by email.

Figure 5: Login screen

The following fields, as indicated on the screen in figure 5, will be explained.

1. Please enter your **Email / Username**.
2. Click on the **Change My Password** button.

The following screen will display.

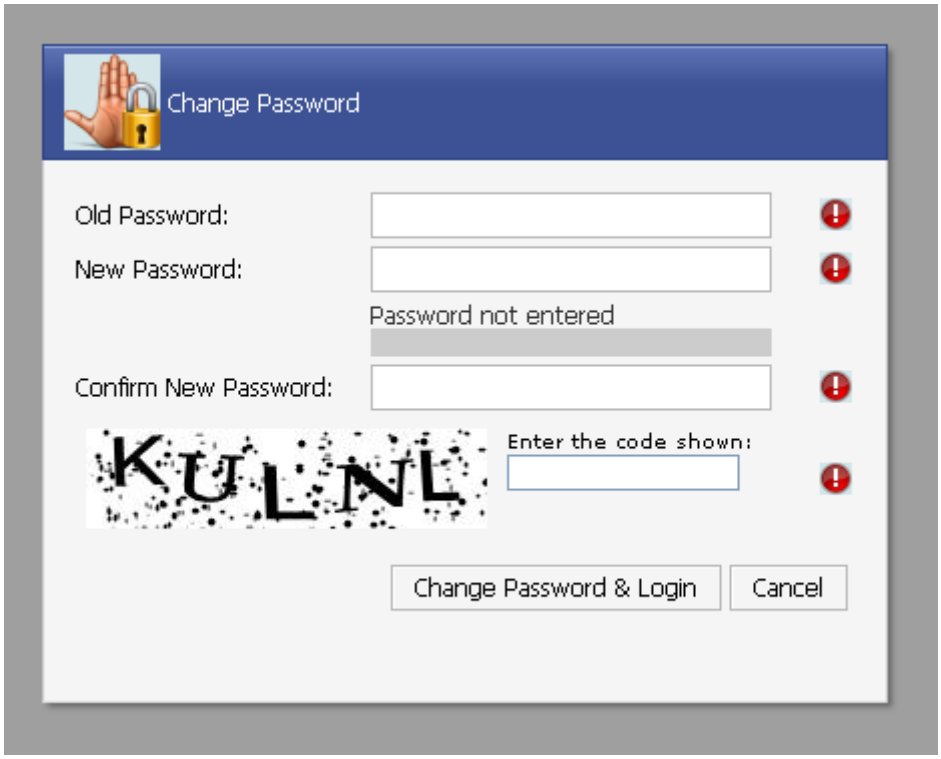


Figure 6: Change Password

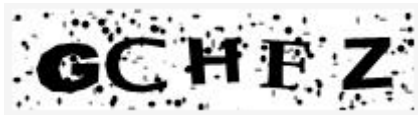
The following fields, as indicated on the screen in figure 6, will be explained.

1. Please enter your **Old Password**.
2. Please enter your **New Password**.
3. Confirm your **New Password**.

Note Fields marked with are compulsory fields and have to be entered.

Note When entering a password, a colour will be displayed as in the image below. This is to indicate how strong your password is. The entered password must be at least 6 – 12 characters long. To have the strongest password please use Alpha (a), Numeric (1) and Special (@) characters.

Note The Captcha code is to prevent hackers from entering the system, please retype the code as displayed. This code will change every time and will never be used again. This field is **not** case sensitive.



4. Once all passwords are entered please click on the **Change Password & Login** button.

4 Masters Web Portal Main screen

Once the user have successfully logged in to the **Masters Web Portal** he/she will see the following main screen, wherefrom the user will be able to do the following functions.

- My Profile
- Contact Us
- Trust Search
- Liquidation Search
- Curator Search
- Insolvency Search
- Deceased Search
- Log Out

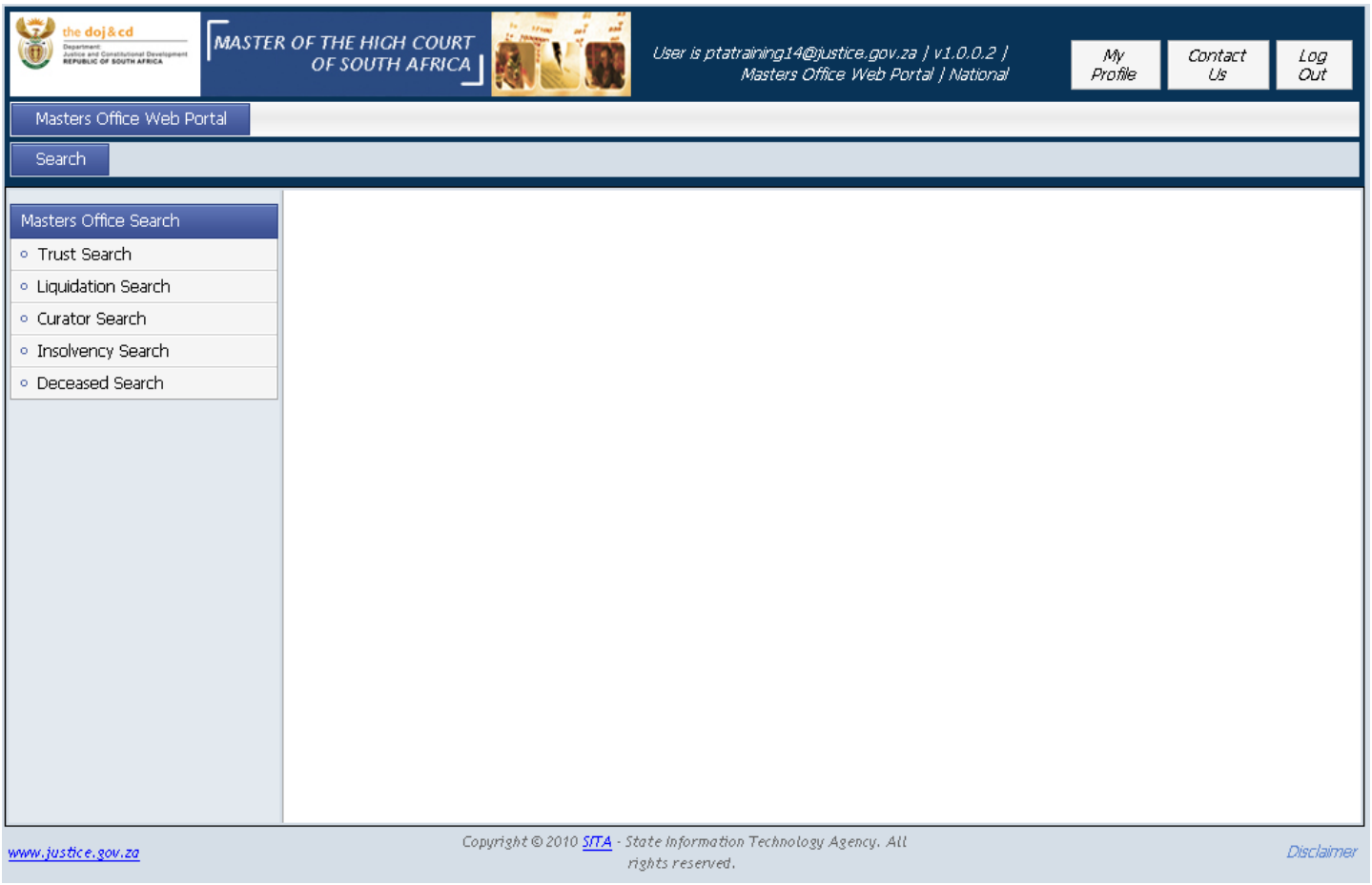


Figure 7: Main screen

5 Contact Us

In the case where a user experience a problem or have an enquiry, he/she can contact the **Chief Masters Office** by entering a description of the problem/enquiry. This will forward an email to the **Chief Masters Office** who will then investigate and contact the user who submitted the enquiry.

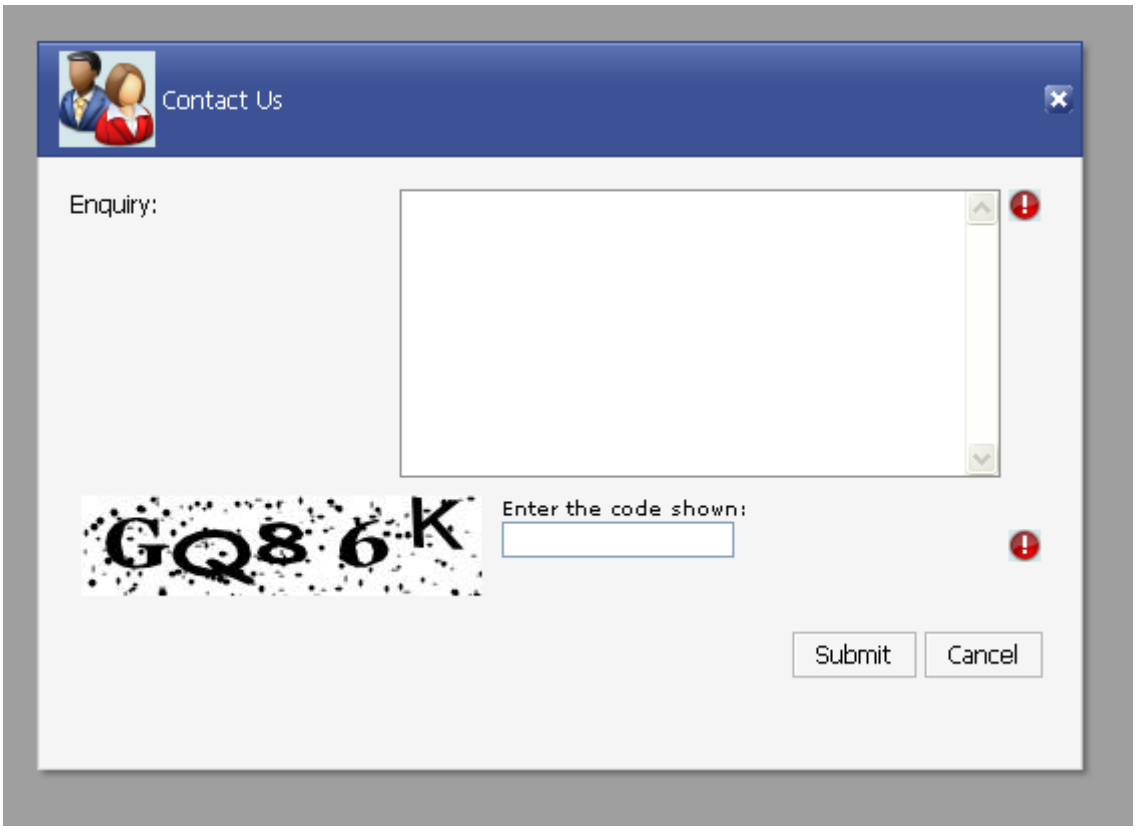


Figure 8: Contact Us

The following fields, as indicated on the screen in figure 8, will be explained.

1. Please enter your **Enquiry**.
2. Enter the **Captcha** code.

Note Fields marked with are compulsory fields and have to be entered.

Note The Captcha code is to prevent hackers from entering the system, please retype the code as displayed. This code will change every time and will never be used again. This field is **not** case sensitive.

3. Once all fields are entered please click on the **Submit** button.

6 My Profile

This enable the user to update his/her personnel detail, this detail will be used by the office of the Chief Master to answer enquiries submitted.

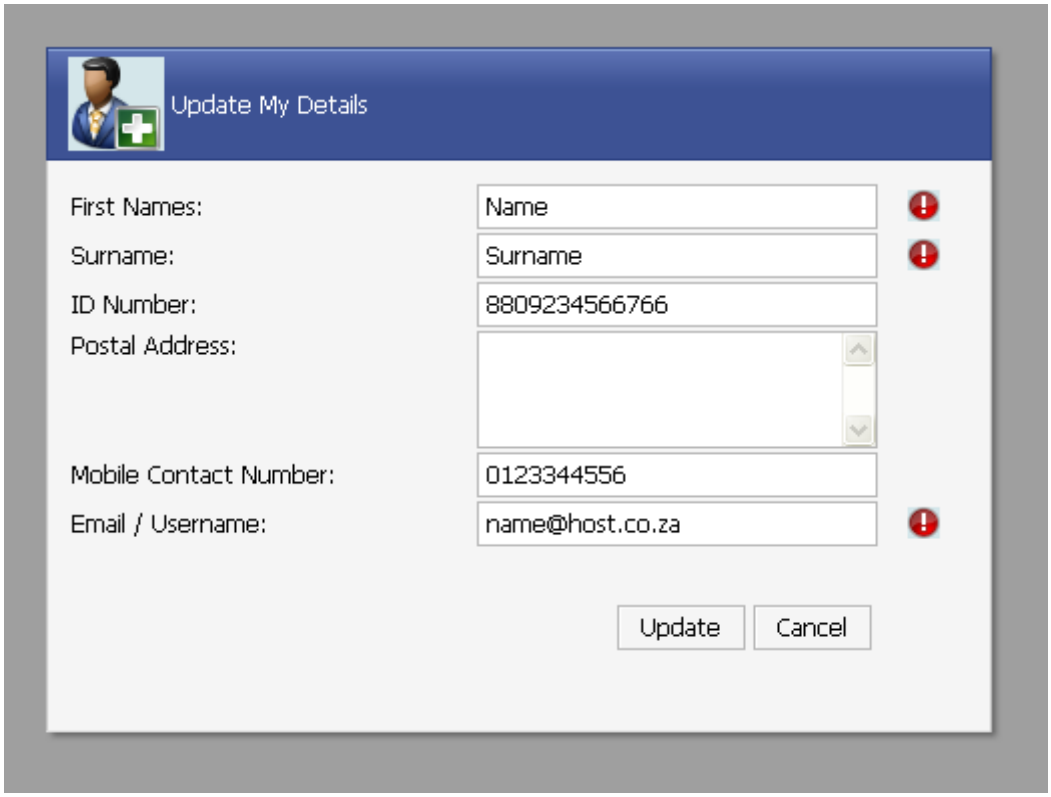


Figure 9: Update My Details

The following fields, as indicated on the screen in figure 9, will be explained.

1. Please update all necessary detail.
2. Once all the necessary fields are updated, please click on the **Update** button.

Note Fields marked with ! are compulsory fields and have to be entered.

The following screen will display.

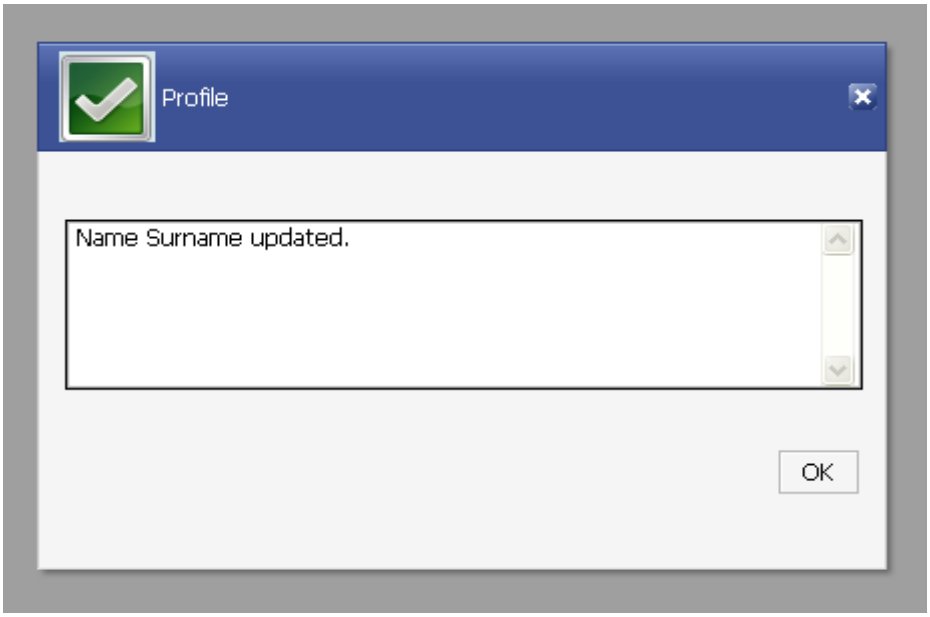


Figure 10: Profile notification

7 Trust Search

The user can search for a Trust by entering any of the known detail of the specific Trust like a File Number or a Trust Name.

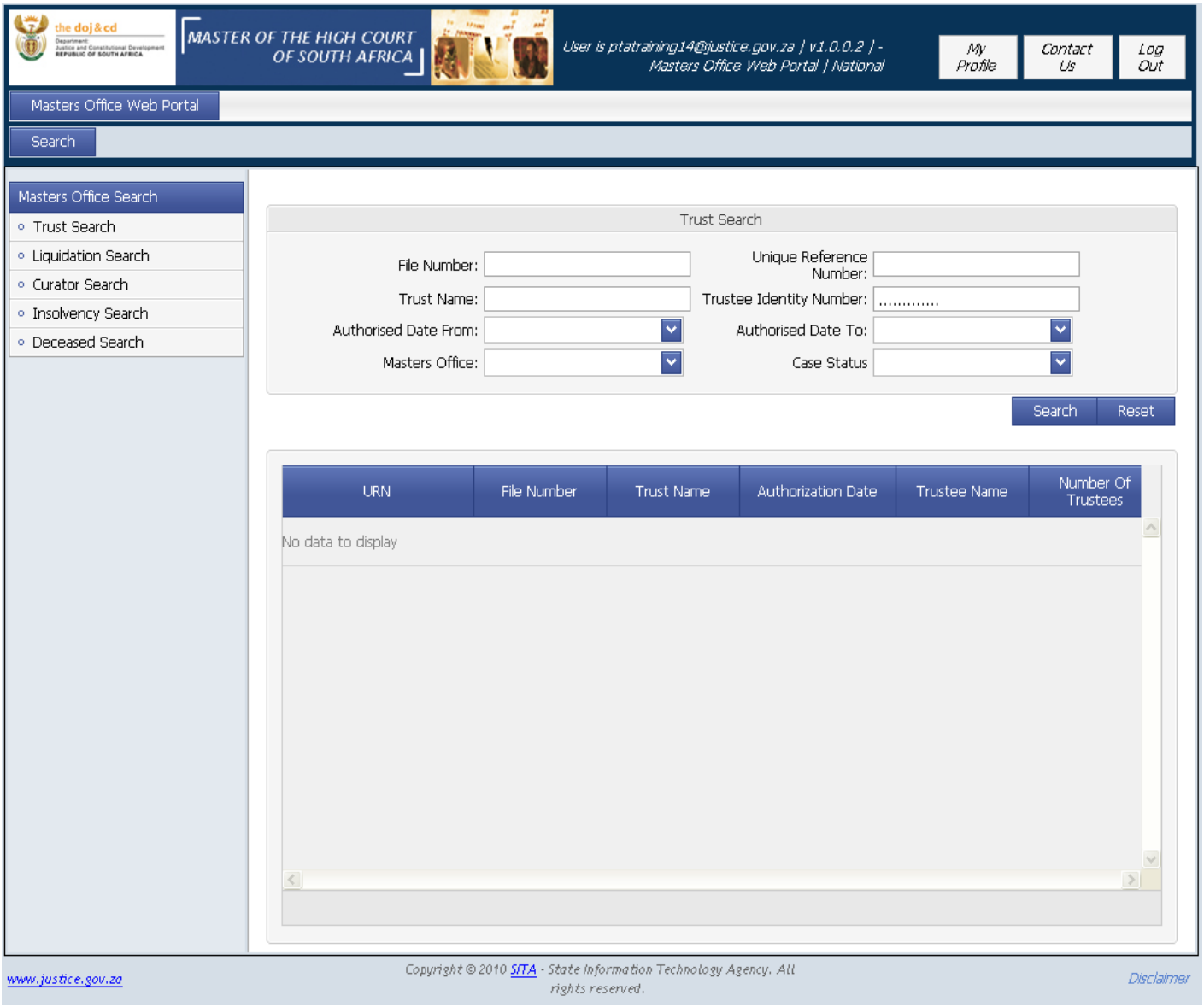


Figure 11: Trust Search

The following fields, as indicated on the screen in figure 11, will be explained.

The user can search with the following detail:-

a) **File Number** – Type in the File Number.
b) **Unique Reference Number** – Type in the URN.
c) **Trust Name** – Type in the Trust Name.
d) **Trustee Identity Number** – Type in the Identity Number.
e) **Authorised Date From** – Select the date from the calendar.
f) **Authorised Date To** – Select the date from the calendar.
g) **Masters Office** – Select the applicable Masters office from the drop down.
h) **Case Status** – Select the applicable Status from the drop down.

On completion of the search criteria information being entered the user will click on the **Search** button and the search results will be displayed. If the user do not have any information just click on the **Search** button and a list of the first 50 cases will be displayed.

The following screen will display.

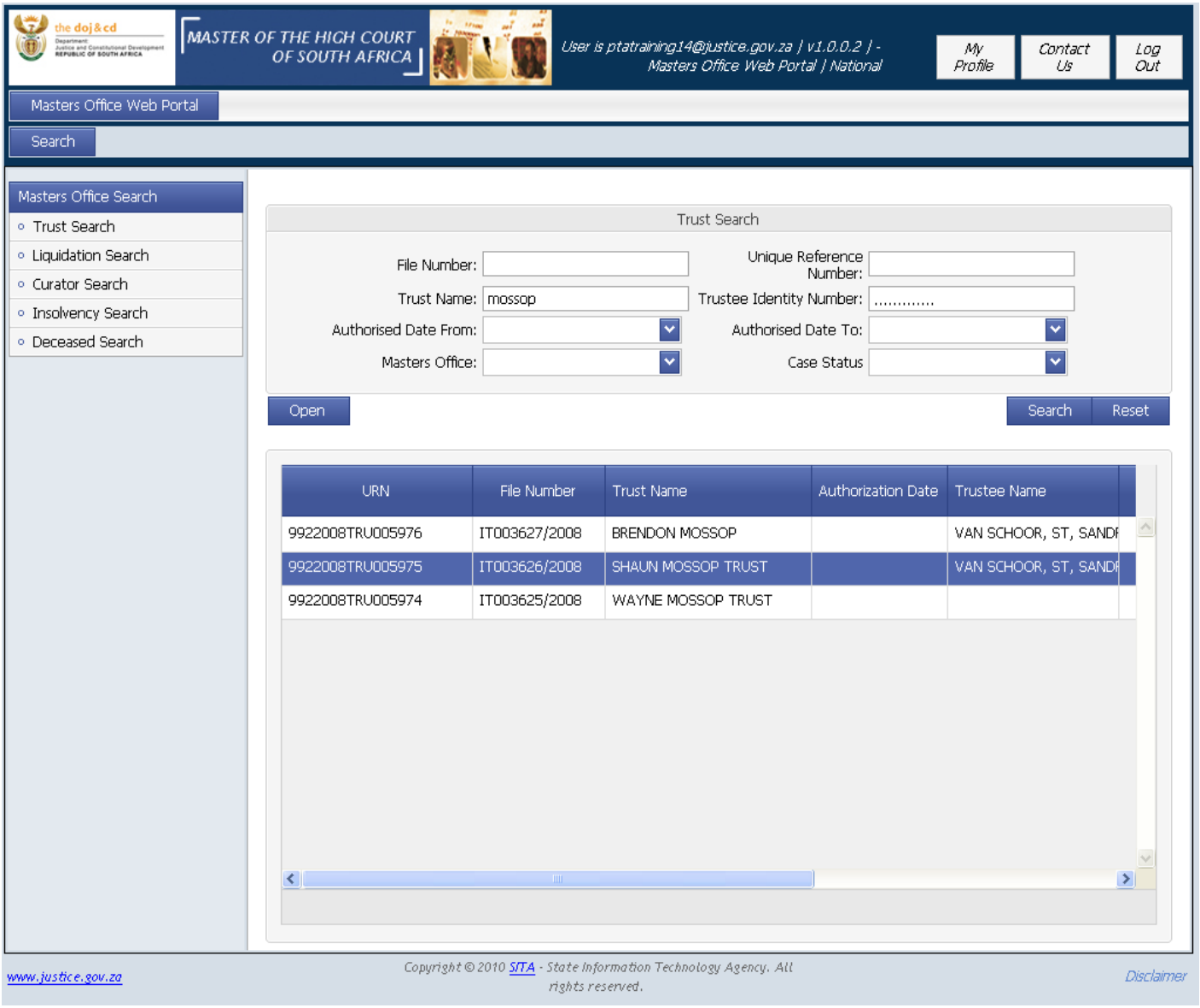


Figure 12: Trust Search Results

The following fields, as indicated on the screen in figure 12, will be explained.

The following information will be displayed:

a) URN
b) File Number
c) Trust Name
d) Authorized Date
e) Trust Name
f) Number of Trustees
g) Masters Office
h) Date Created

The user can double click on the trust they wish to select or select the trust then click the **Open** button to open the trust detail screen.

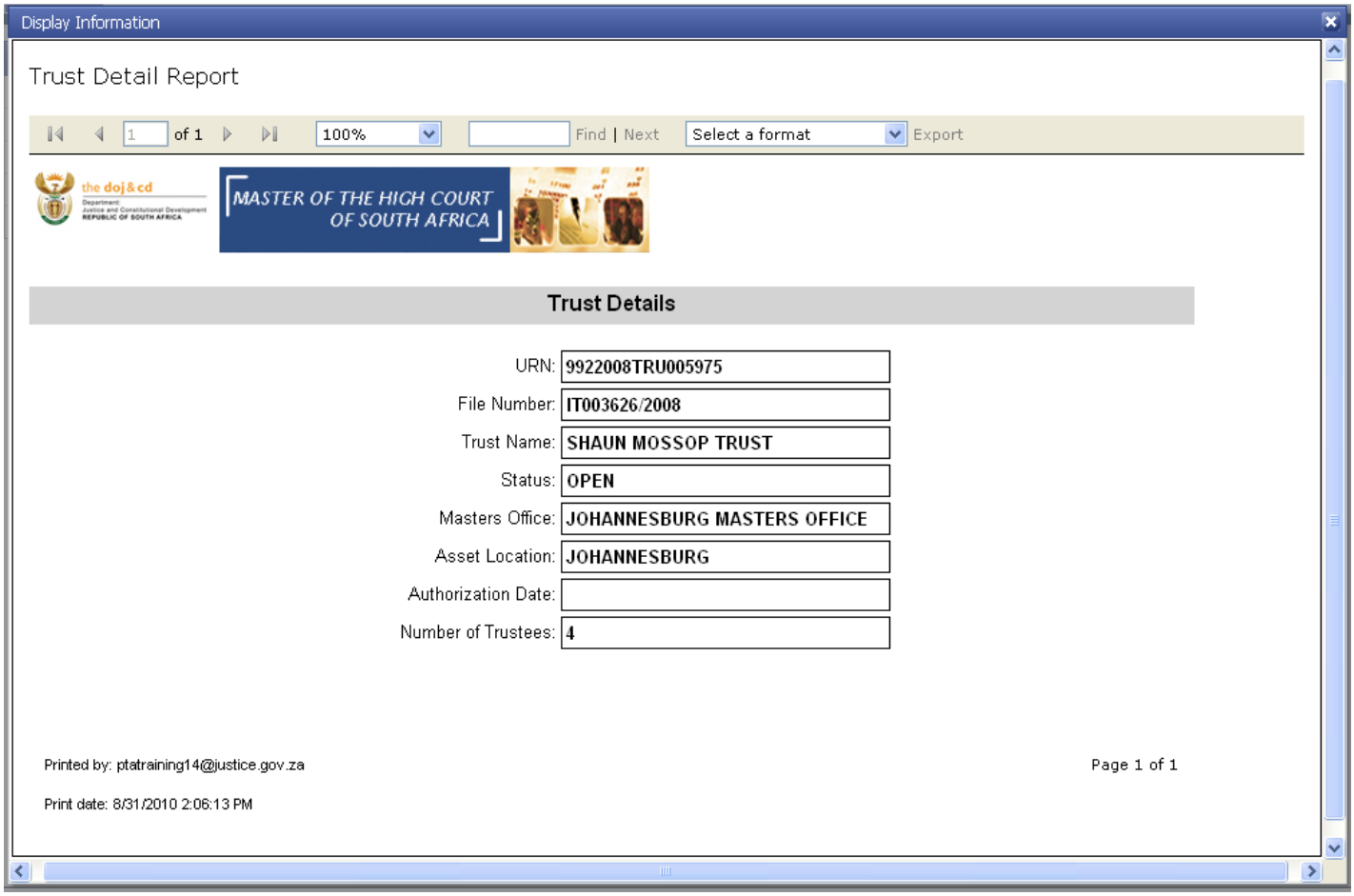


Figure 13: Trust Detail Report

The following fields, as indicated on the screen in figure 13, will be explained.

Within the **Trust Detail Report** the user can now view the trust detail.

The user can now also **export** the Trust Detail Report to any of the following formats and print or save it to his/her computer.

1. By using the drop down select the format you want to export to.
    a. XML
    b. CSV
    c. TIFF
    d. PDF
    e. Web Archive
    f. Excel
2. Click on the **Export** button and **save** the selected document.

8 Liquidation Search

The user can search for a Liquidation case by entering any of the known detail of the specific Liquidation case like a File Number or a File Name.

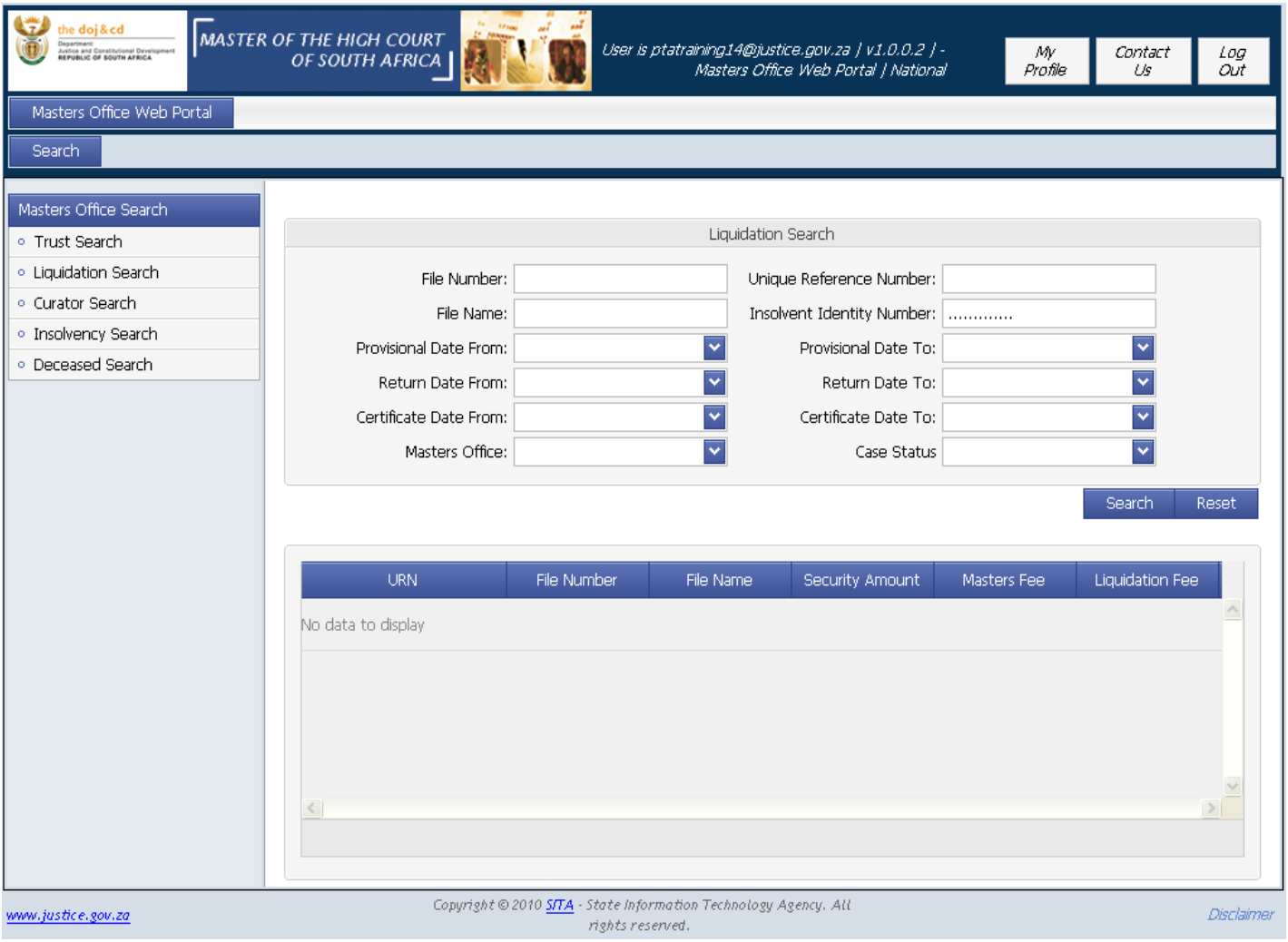


Figure 14: Liquidation Search

The following fields, as indicated on the screen in figure 14, will be explained.

The user can search with the following detail:-

a) **File Number** – Type in the File Number.
b) **Unique Reference Number** – Type in the URN.
c) **File Name** – Type in the File Name.
d) **Insolvent Identity Number** – Type in the Identity Number.
e) **Provisional Date From** – Select the date from the calendar.
f) **Provisional Date To** – Select the date from the calendar.
g) **Return Date From** – Select the date from the calendar.
h) **Return Date To** – Select the date from the calendar.
i) **Certificate Date From** – Select the date from the calendar.
j) **Certificate Date To** – Select the date from the calendar.
k) **Masters Office** – Select the applicable Masters office from the drop down.
l) **Case Status** – Select the applicable Case Type from the drop down.

On completion of the search criteria information being entered the user will click on the **Search** button and the search results will be displayed. If the user do not have any information just click on the **Search** button and a list of the first 50 cases will be displayed.

The following screen will display.

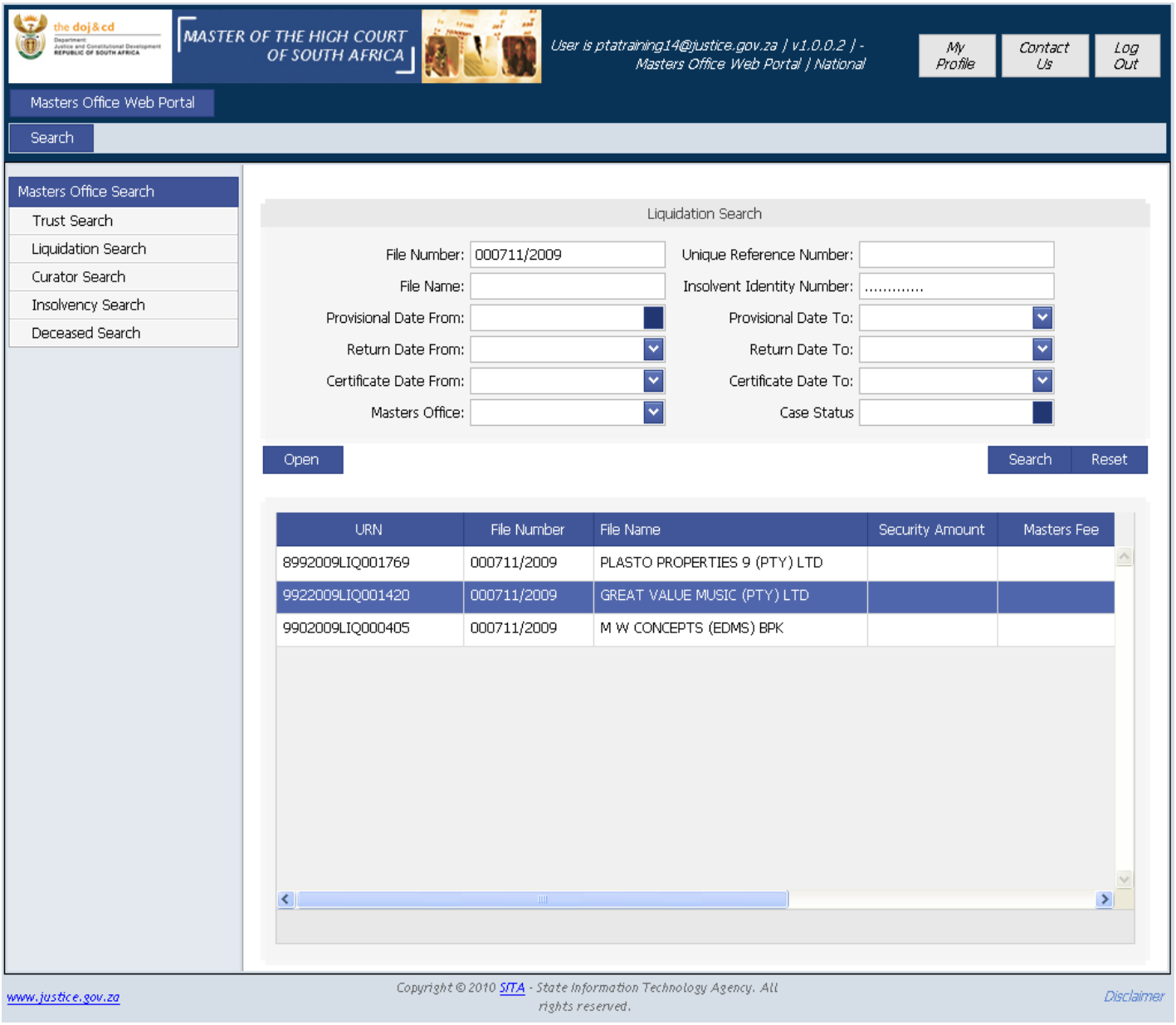


Figure 15: Liquidation Search Results

The following fields, as indicated on the screen in figure 15, will be explained.

The following information will be displayed:

a) URN
b) File Number
c) File Name
d) Security Amount
e) Masters Fee
f) Liquidation Fee
g) Masters Office
h) Date Created

The user can double click on the liquidation they wish to select or select the liquidation then click the **Open** button to open the liquidation detail screen.

The following screen will display.

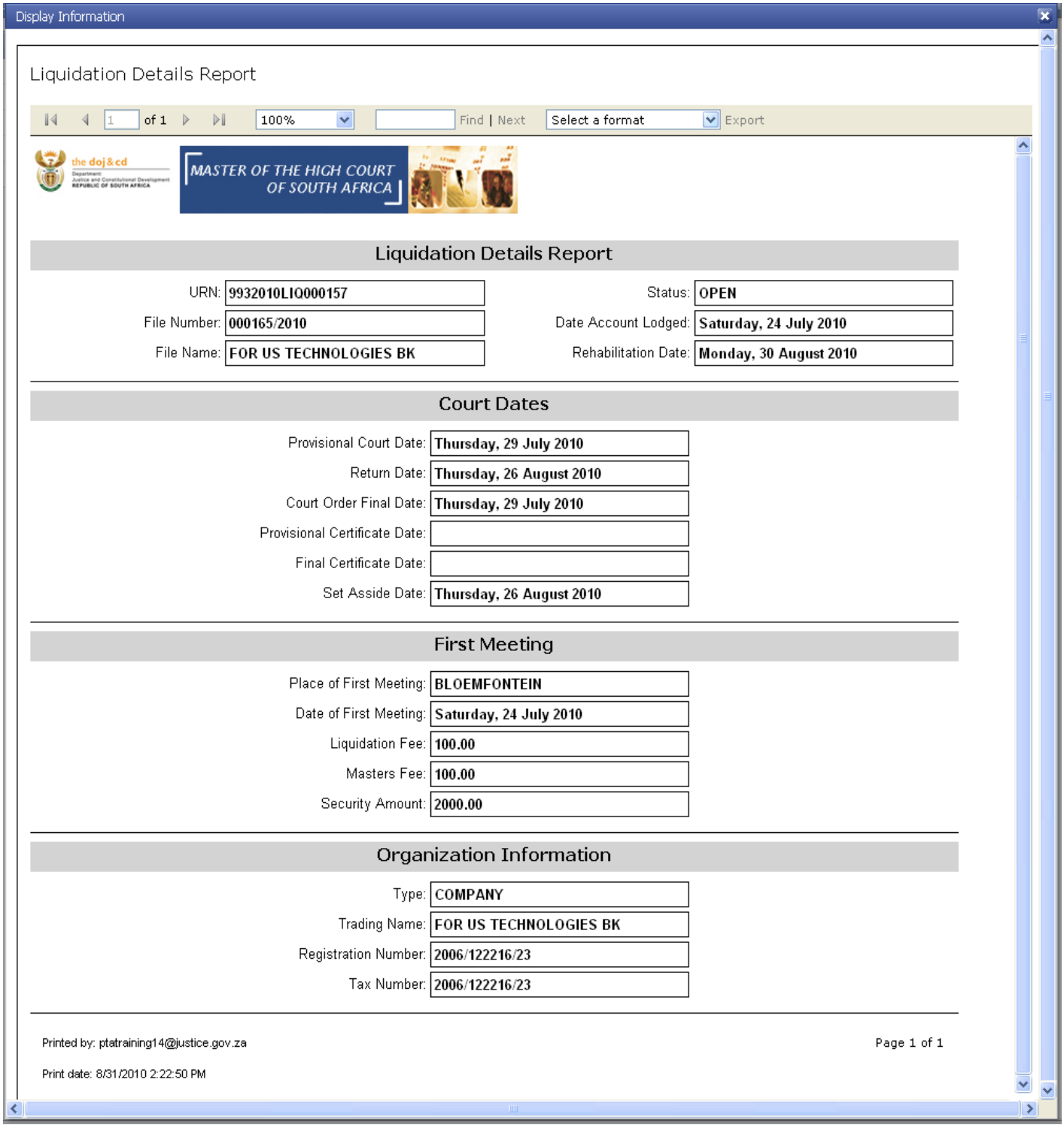


Figure 16: Liquidation Detail Report

The following fields, as indicated on the screen in figure 16, will be explained.

Within the **Liquidation Detail Report** the user can now view the liquidation detail.

The user can now also **export** the Liquidation Detail Report to any of the following formats and print or save it to his/her computer.

1. By using the drop down select the format you want to export to.
    a. XML
    b. CSV
    c. TIFF
    d. PDF
    e. Web Archive
    f. Excel
2. Click on the **Export** button and **save** the selected document.

9 Curator Search

The user can search for a Curator case by entering any of the known detail of the specific Curator case like a Curator File Number or a Curator Name.

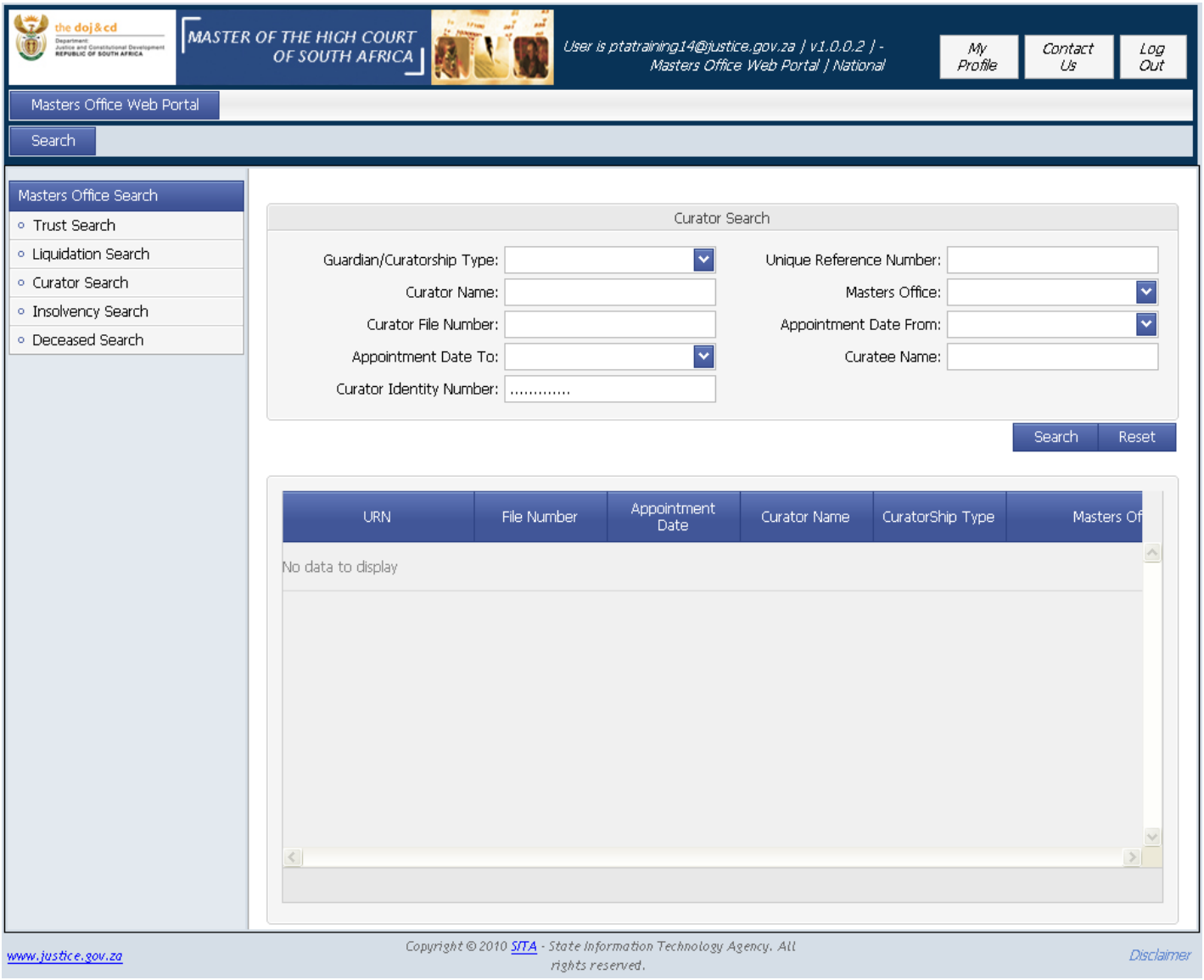


Figure 17: Curator Search

The following fields, as indicated on the screen in figure 17, will be explained.

The user can search with the following detail:-

a) **Guardian/Curatorship Type**– Select the applicable Type from the drop down.
b) **Unique Reference Number** – Type in the URN.
c) **Curator Name** – Type in the Curator Name.
d) **Masters Office** – Select the applicable Masters Office from the drop down.
e) **Curator File Number** – Type in the File Number.
f) **Appointment Date From** – Select the date from the calendar.
g) **Appointment Date to** – Select the date from the calendar.
h) **Curatee Name** – Type in the Name.
i) **Curator Identity Number** – Type in the Identity Number.

On completion of the search criteria information being entered the user will click on the **Search** button and the search results will be displayed. If the user do not have any information just click on the **Search** button and a list of the first 50 cases will be displayed.

The following screen will display.

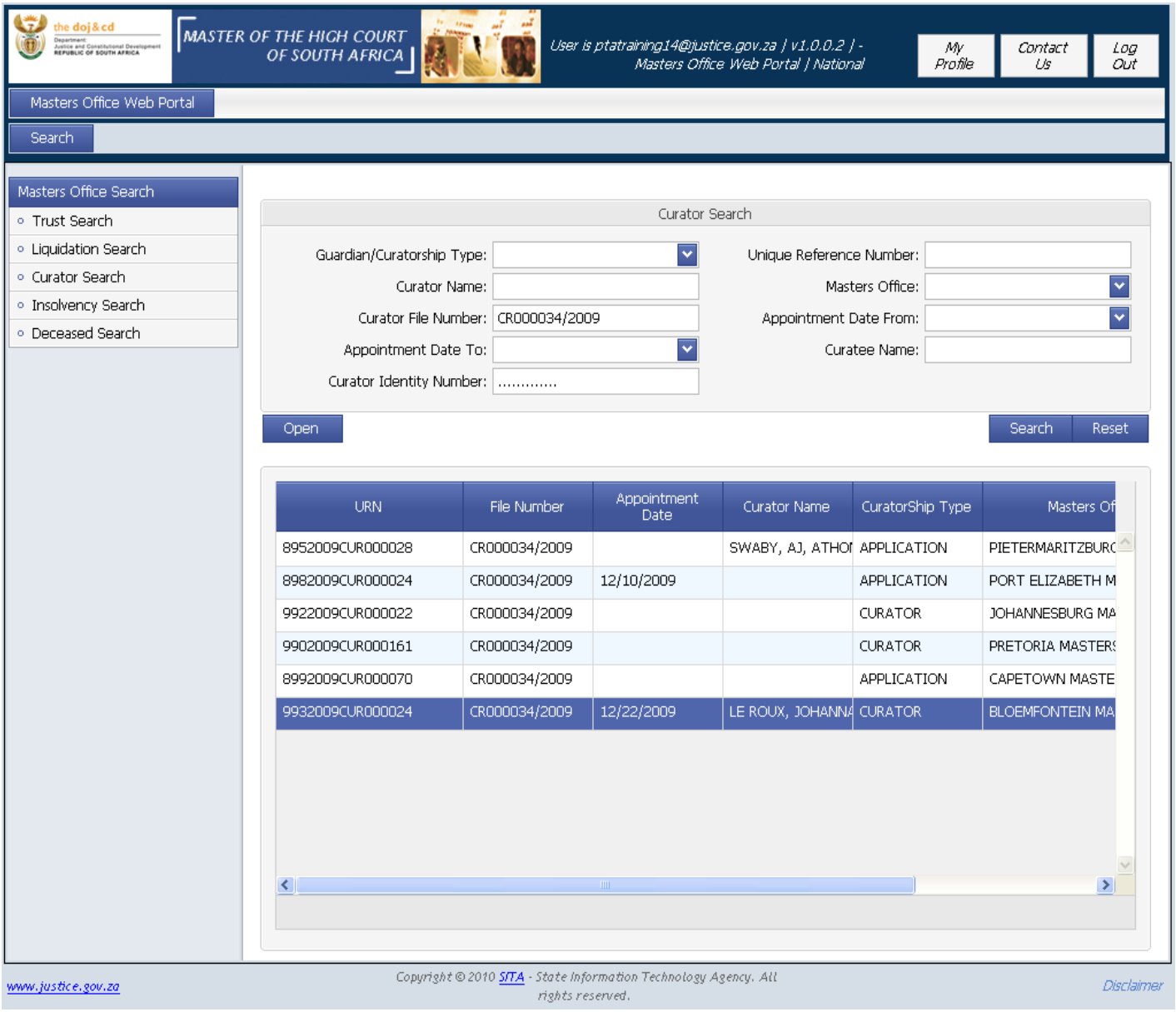


Figure 18: Curator Search Results

The following fields, as indicated on the screen in figure 18, will be explained.

The following information will be displayed:

a) URN
b) File Number
c) Appointment Date
d) Curator Name
e) Curatorship Type
f) Masters Office
g) Date Created

The user can double click on the curator they wish to select or select the curator then click the **Open** button to open the curator detail screen.

The following screen will display.

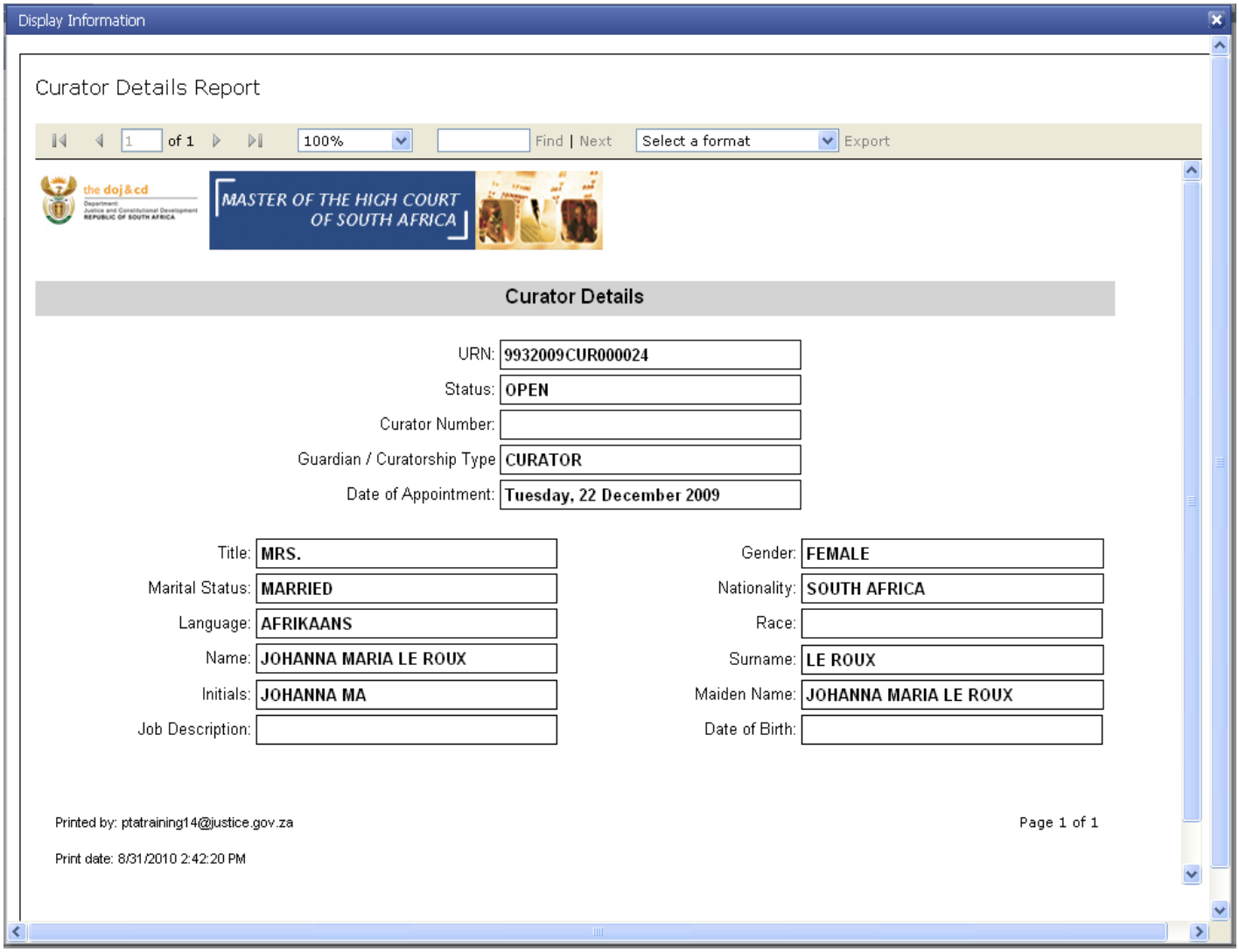


Figure 19: Curator Detail Report

The following fields, as indicated on the screen in figure 19, will be explained.

Within the **Curator Detail Report** the user can now view the trust detail.

The user can now also **export** the Curator Detail Report to any of the following formats and print or save it to his/her computer.

1. By using the drop down select the format you want to export to.
    a. XML
    b. CSV
    c. TIFF
    d. PDF
    e. Web Archive
    f. Excel
2. Click on the **Export** button and **save** the selected document.

10 Insolvency Search

The user can search for an Insolvency case by entering any of the known detail of the specific Insolvency case like a File Number or an Insolvent Name.

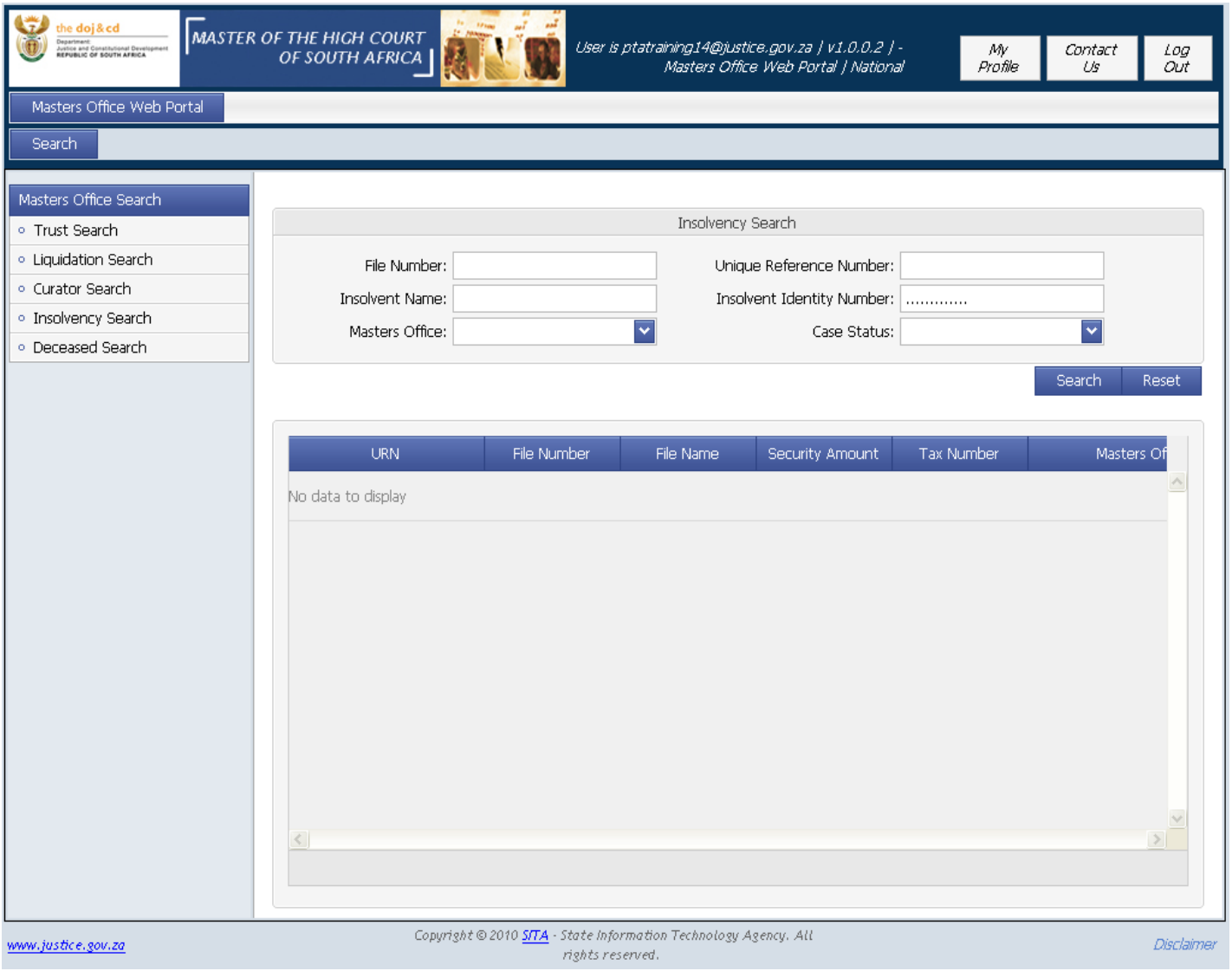


Figure 20: Insolvency Search

The following fields, as indicated on the screen in figure 20, will be explained.

The user can search with the following detail:-

a) **File Number** – Type in the File Number.
b) **Unique Reference Number** – Type in the URN.
c) **Insolvent Name** – Type in the Insolvent Name.
d) **Insolvent Identity Number** – Type in the Identity Number.
e) **Masters Office** – Select the applicable Masters Office from the drop down.
f) **Case Type** – Select the applicable Type from the drop down.

On completion of the search criteria information being entered the user will click on the **Search** button and the search results will be displayed. If the user do not have any information just click on the **Search** button and a list of the first 50 cases will be displayed.

The following screen will display.

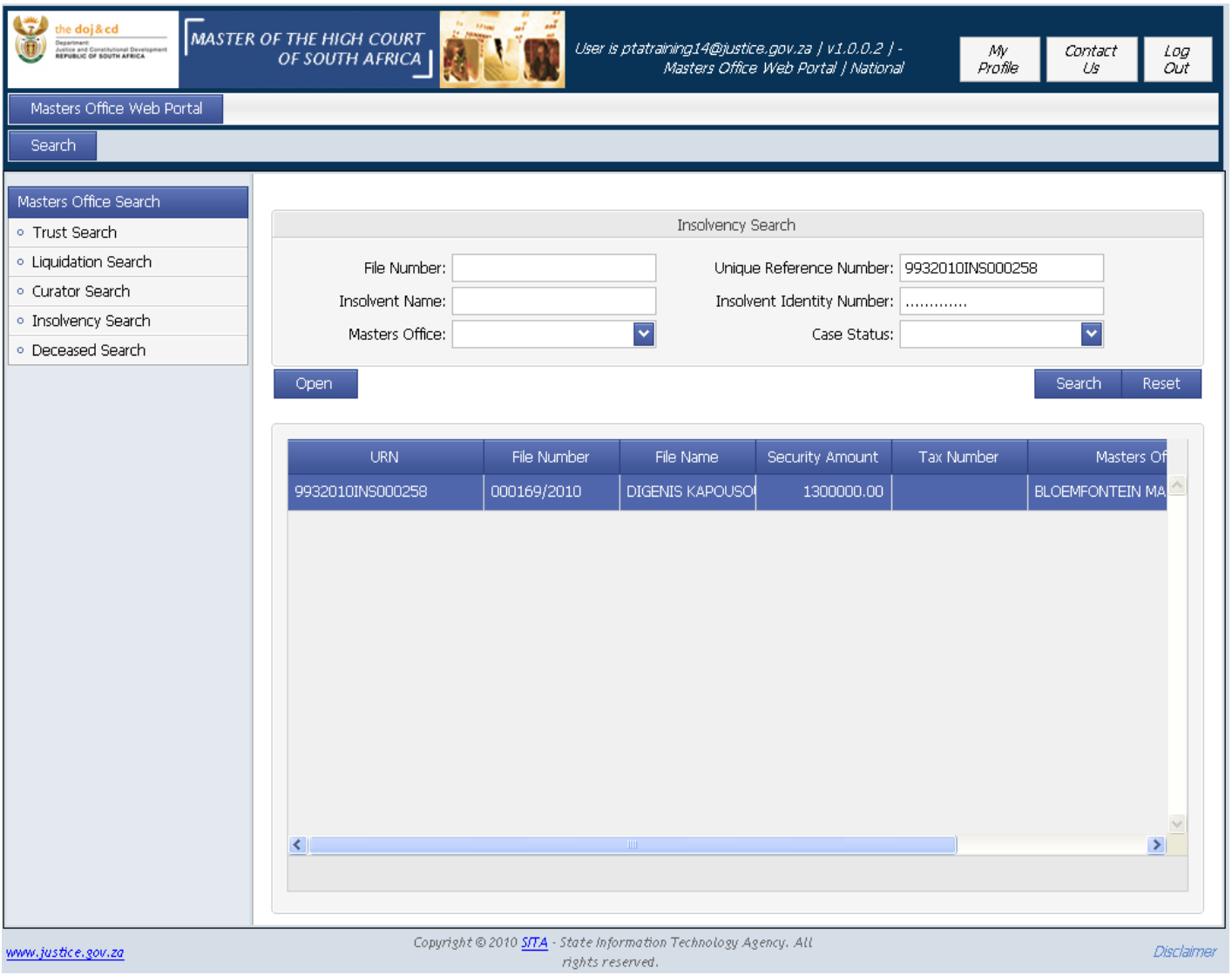


Figure 21: Insolvency Search Results

The following fields, as indicated on the screen in figure 21, will be explained.

The following information will be displayed:

a) URN
b) File Number
c) File Name
d) Security Amount
e) Tax Number
f) Masters Office
g) Date Created

The user can double click on the insolvency case they wish to select or select the insolvency case then click the **Open** button to open the insolvency detail screen.

The following screen will display.

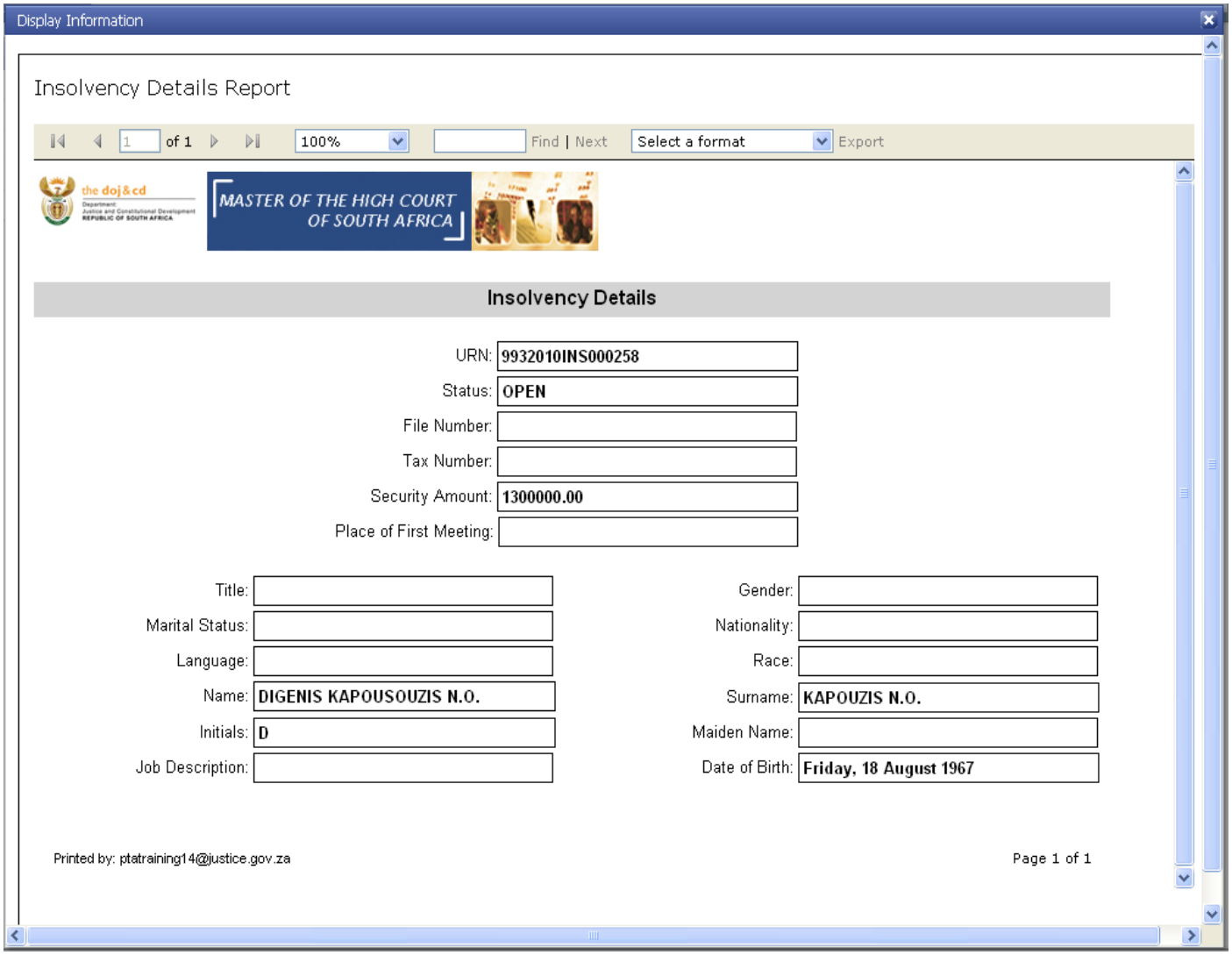


Figure 22: Insolvency Detail Report

The following fields, as indicated on the screen in figure 22, will be explained.

Within the **Insolvency Detail Report** the user can now view the insolvent detail.

The user can now also **export** the Insolvency Detail Report to any of the following formats and print or save it to his/her computer.

1. By using the drop down select the format you want to export to.
    a. XML
    b. CSV
    c. TIFF
    d. PDF
    e. Web Archive
    f. Excel
2. Click on the **Export** button and **save** the selected document.

11 Deceased Search

The user can search for a Deceased Estate by entering any of the known detail of the specific Deceased Estate like an Estate Number or a Deceased Name.

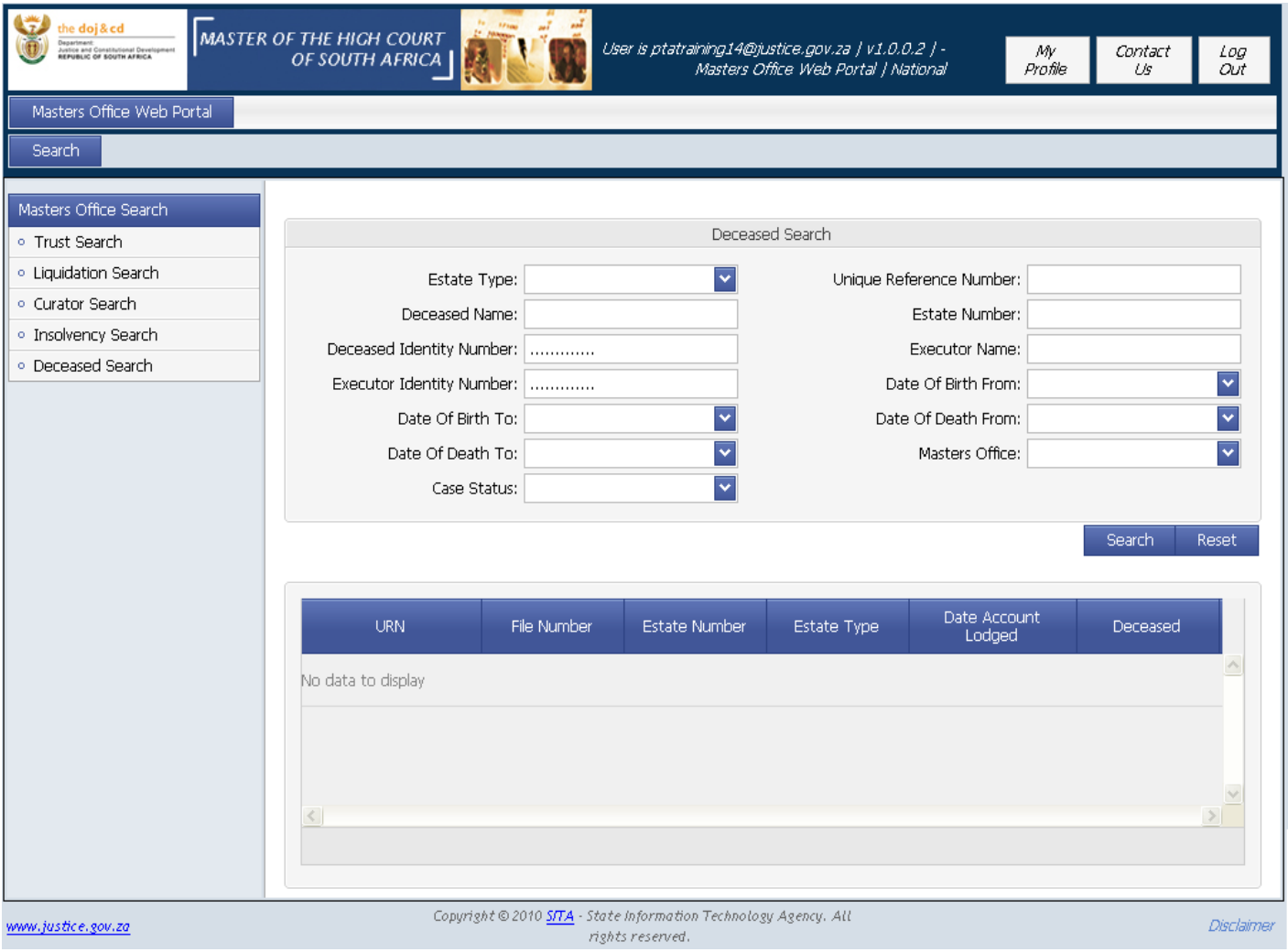


Figure 23: Insolvency Search

The following fields, as indicated on the screen in figure 23 will be explained.

The user can search with the following detail:-

a) **Estate Type** – Select the applicable Type from the drop down.
b) **Unique Reference Number** – Type in the URN.
c) **Deceased Name** – Type in the Deceased Name.
d) **Estate Number** – Type in the Estate Number.
e) **Deceased Identity Number** – Type in the Identity Number.
f) **Executor Name** – Type in the Executor Name.
g) **Executor Identity Number** – Type in the Identity Number.
h) **Date of Birth From** – Select the date from the calendar.
i) **Date of Birth To** – Select the date from the calendar.
j) **Date of Death From** – Select the date from the calendar.
k) **Date of Death To** – Select the date from the calendar.
l) **Masters Office** – Select the applicable Masters Office from the drop down.
m) **Case Type** – Select the applicable Type from the drop down.

On completion of the search criteria information being entered the user will click on the **Search** button and the search results will be displayed. If the user do not have any information just click on the **Search** button and a list of the first 50 cases will be displayed.

The following screen will display.

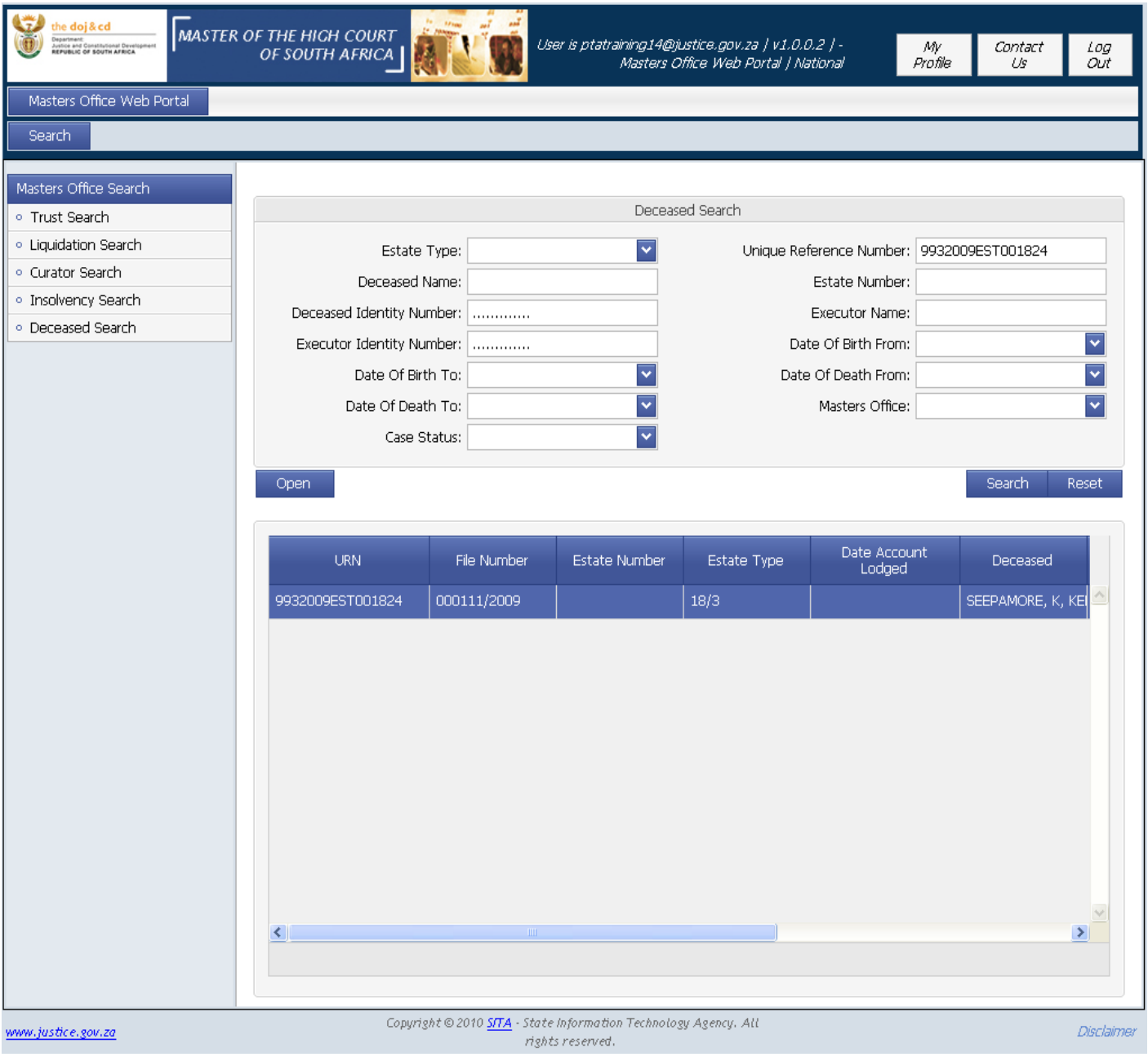


Figure 24: Deceased Search Results

The following fields, as indicated on the screen in figure 24, will be explained.

The following information will be displayed:

a) URN
b) File Number
c) Estate Number
d) Estate Type
e) Date Account Logged
f) Deceased
g) Date of Death
h) Masters Office
i) Date Created

The user can double click on the Deceased Estate they wish to select or select the Deceased Estate then click the **Open** button to open the Deceased detail screen.

The following screen will display.

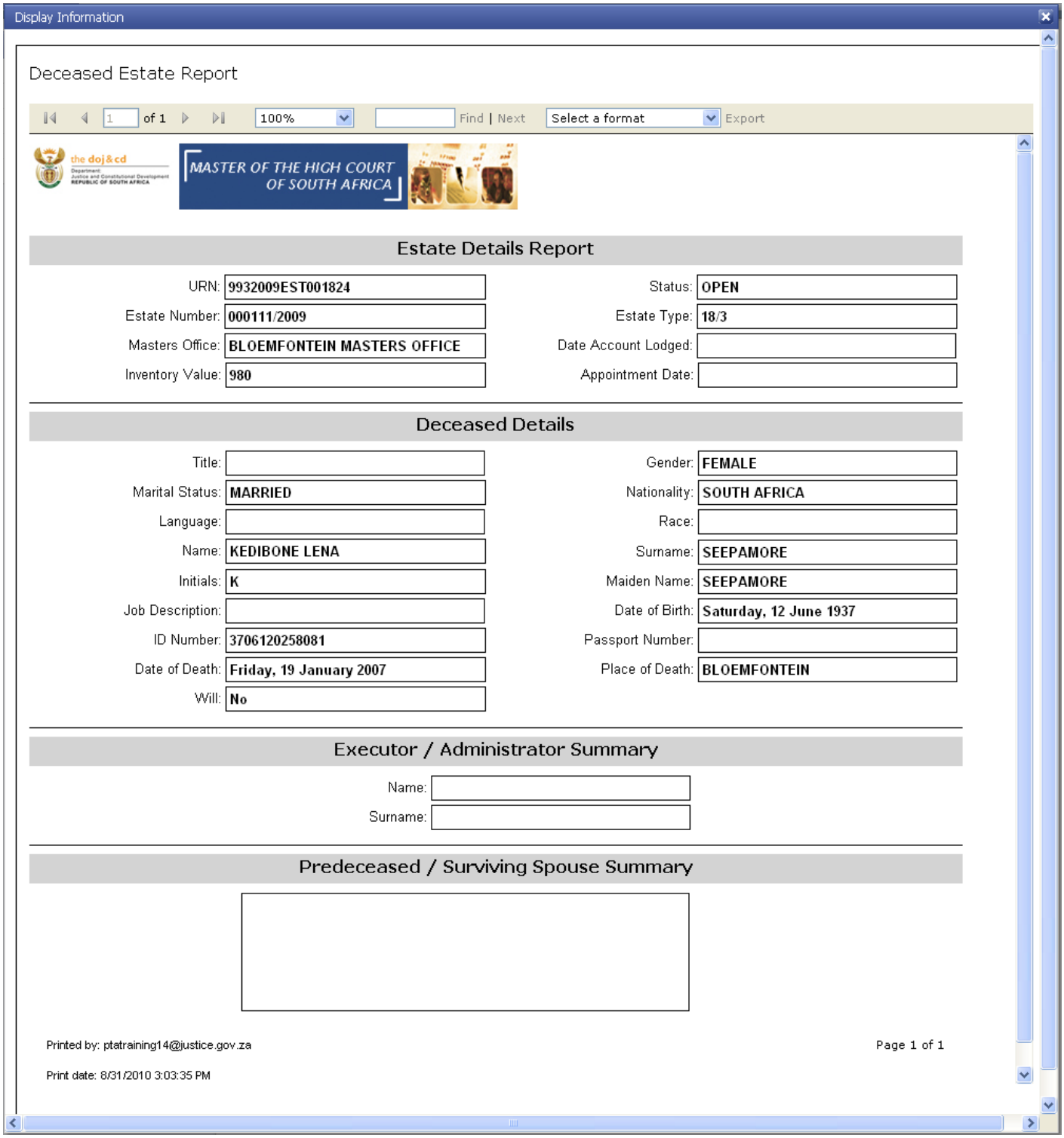


Figure 25: Deceased Estate Report

The following fields, as indicated on the screen in figure 25, will be explained.

Within the **Deceased Estate Report** the user can now view the Decease Estate detail.

The user can now also **export** the Deceased Estate Report to any of the following formats and print or save it to his/her computer.

1. By using the drop down select the format you want to export to.

   a. XML
   b. CSV
   d. TIFF
   d. PDF
   f. Web Archive
   f. Excel

2. Click on the **Export** button and **save** the selected document.

Abbreviations and definitions

A.1 Abbreviations

URN	-	Unique Reference Number
XML	-	Extensible Mark-up Language
CSV	-	Comma Separated Variable
TIFF	-	Tagged Image File Format
PDF	-	Portable Document Format